U.S. General Services Administration

Federal Acquisition Service

GSA ASSIST – Central Invoice Service (CIS)

Live Training for GSA Contractors

November 10, 2014

Purpose

- Purpose of this session:
  - To provide training on the ASSIST Central Invoice Service workflow

In This Training, You Will Learn…

- The overall process for contractor invoice submission and invoice acceptance
  - How to access CIS
  - How to submit invoices
  - How to monitor in-process invoices
  - How to view invoices and acceptance reports for an order

- Duration of training: 60 minutes
- Question & answer session: 30 minutes

Topics

- Introduction
- High-level Workflow
- CIS Navigation
- Invoice Submission
- In-Process Invoice Tracking
- Invoice History & Acceptance Report Form
- Other Considerations

Overview

- New centralized system
  - Contractors to submit invoices
  - Clients (your customer) to accept goods and services
  - GSA employees to accept invoices
- Integration with existing acquisition systems provides an intuitive, contiguous user experience
- CIS introduces four new ASSIST pages:
  - Invoice form: Official invoice document
  - Acceptance Report form: Documents invoice acceptance
  - Invoice History page: All invoicing activity for a specific acquisition
  - In-Process Invoices page: Provides tracking of invoice processing activity

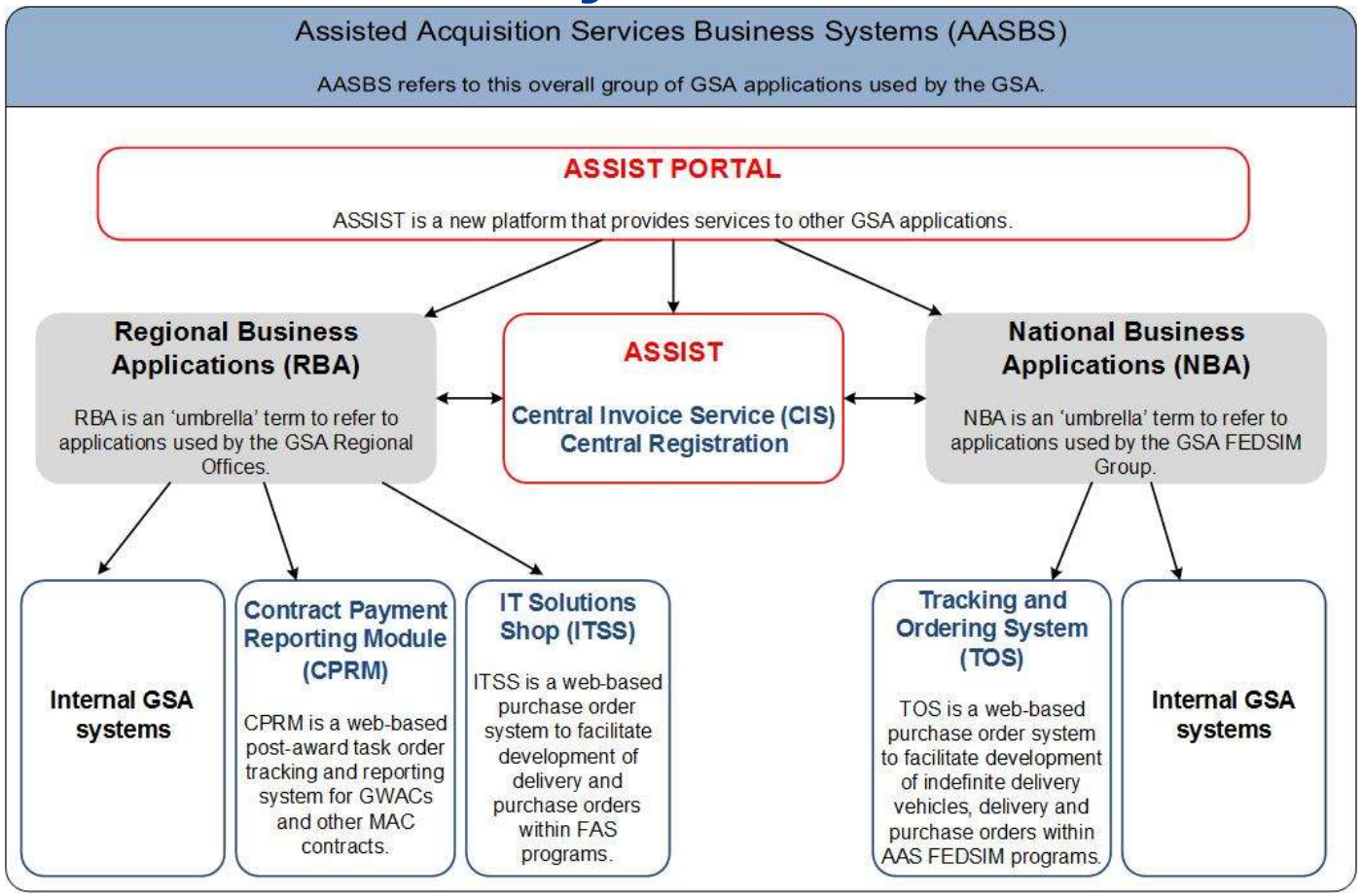
Business Drivers

- The ASSIST Central Invoice Service was designed to provide:
  - Increased functionality
    - New data validations result in better quality invoices, thus fewer rejections
  - Improved efficiency
    - A centralized, simplified invoicing experience for GSA contractors
      - System accepts official invoice; no ‘draft’ invoices
    - Improved efficiency for invoicing and acceptance processing
      - Single invoice submission rather than 3-way match of ITSS Acceptance Info doc to VITAP invoice
    - Reduced systems and training overhead

Contractor Benefits

- ***Common invoicing experience*** for contractors with acquisitions in TOS and ITSS
- ***Fewer rejections***, as the service includes streamlined, enhanced invoice entry and validations to prevent submission errors
- ***Greater transparency*** with invoice payment tracking information
- **For ITSS acquisitions…*no more dual submission!***...a single invoice submission into the Central Invoice Service eliminates any need for redundant submission to GSA Finance and ITSS
- ***Better reporting*** via real-time, on-demand reports available at your fingertips
- ***Convenient summary details*** about historical and in-process invoices combining all invoices across applications
- ***Improved help content*** with extensive ‘tool-tips’ and ‘in-form’ help

Systems and Acronyms

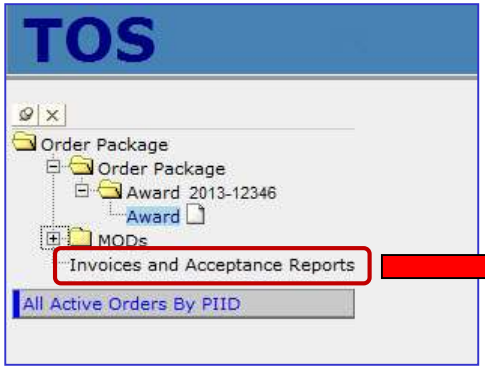


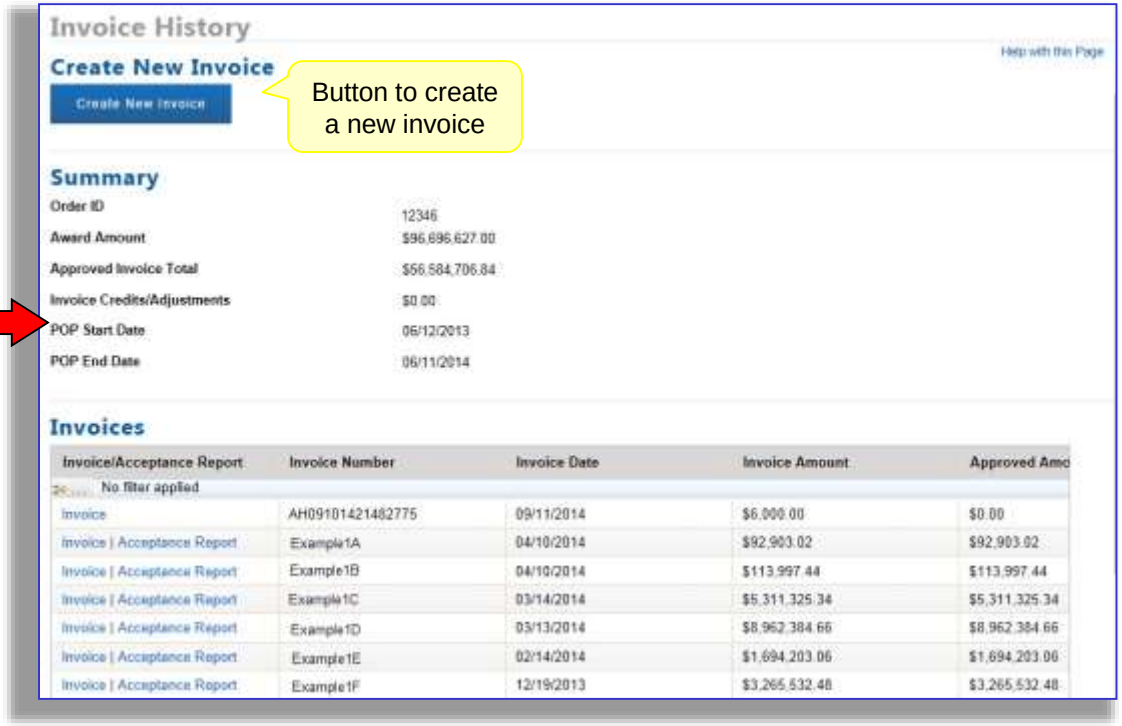
CIS High-level Workflow

CIS NAVIGATION

How to Access CIS

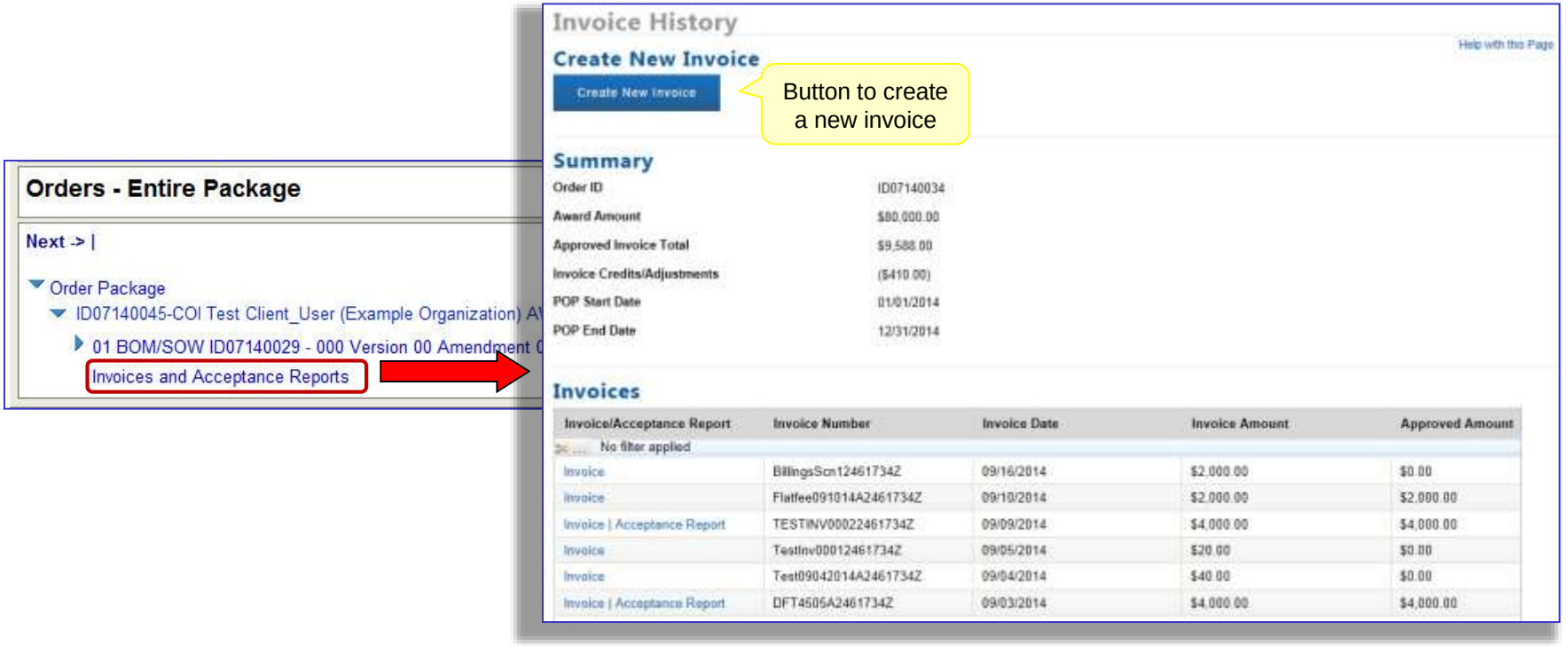
- Welcome Page
- TOS Order Package displays “Invoices and Acceptance Reports” link directing users to the Invoice History page for the acquisition





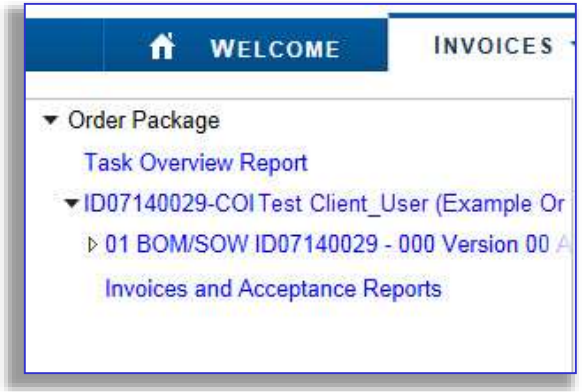
How to Access CIS

- ITSS Order Package displays “Invoices and Acceptance Reports” link directing users to the Invoice History page for the acquisition



Navigation within CIS

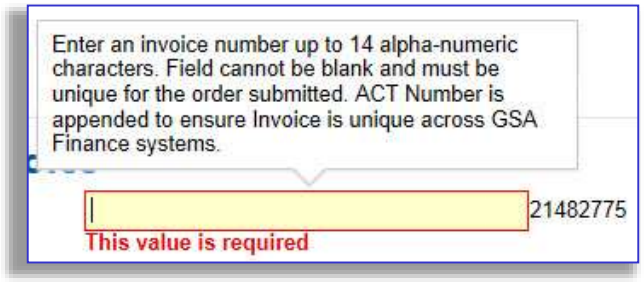
- Order Navigator
  - Displayed on “view” CIS pages → Provides navigation throughout the entire order package

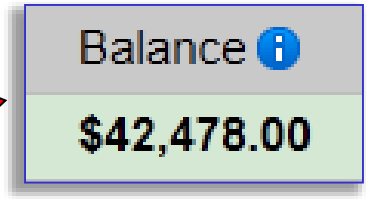


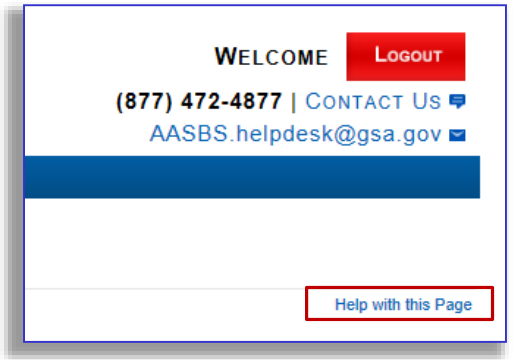
- Invoice/Acceptance Report
  - Links allow quick navigation between pages

Help

- Several resources are provided to guide GSA users through the CIS forms and workflow:
  - Field “Tool Tips” → provides guidance on data entry fields
  - Information Icons → provides guidance on read-only elements
  - “Help with this Page” → provides overarching help documentation for specific modules and related processes

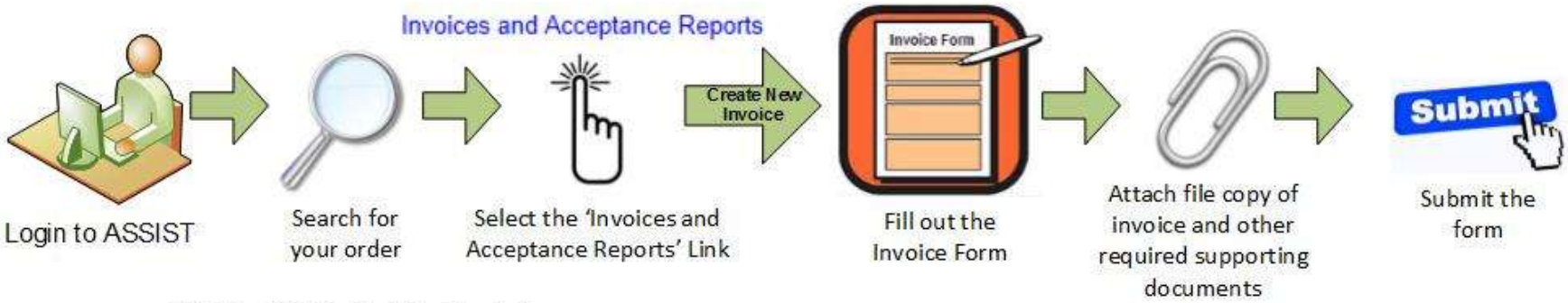






INVOICE FORM & SUBMISSION

Invoice Submission Process

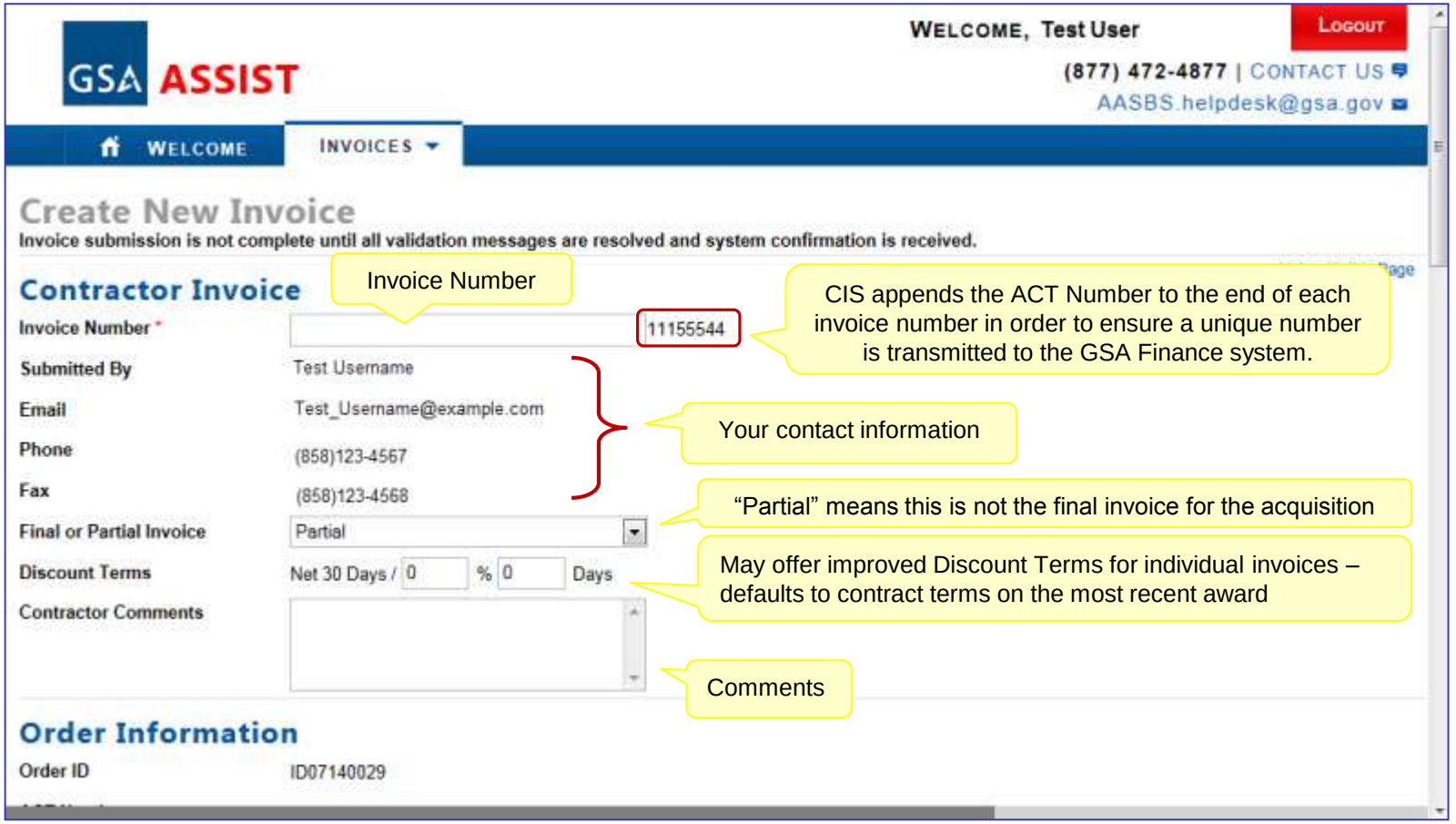


ITSS: Use 'ITSS Quick Links Portlet'
TOS: Use 'Industry Partner Awards Portlet'

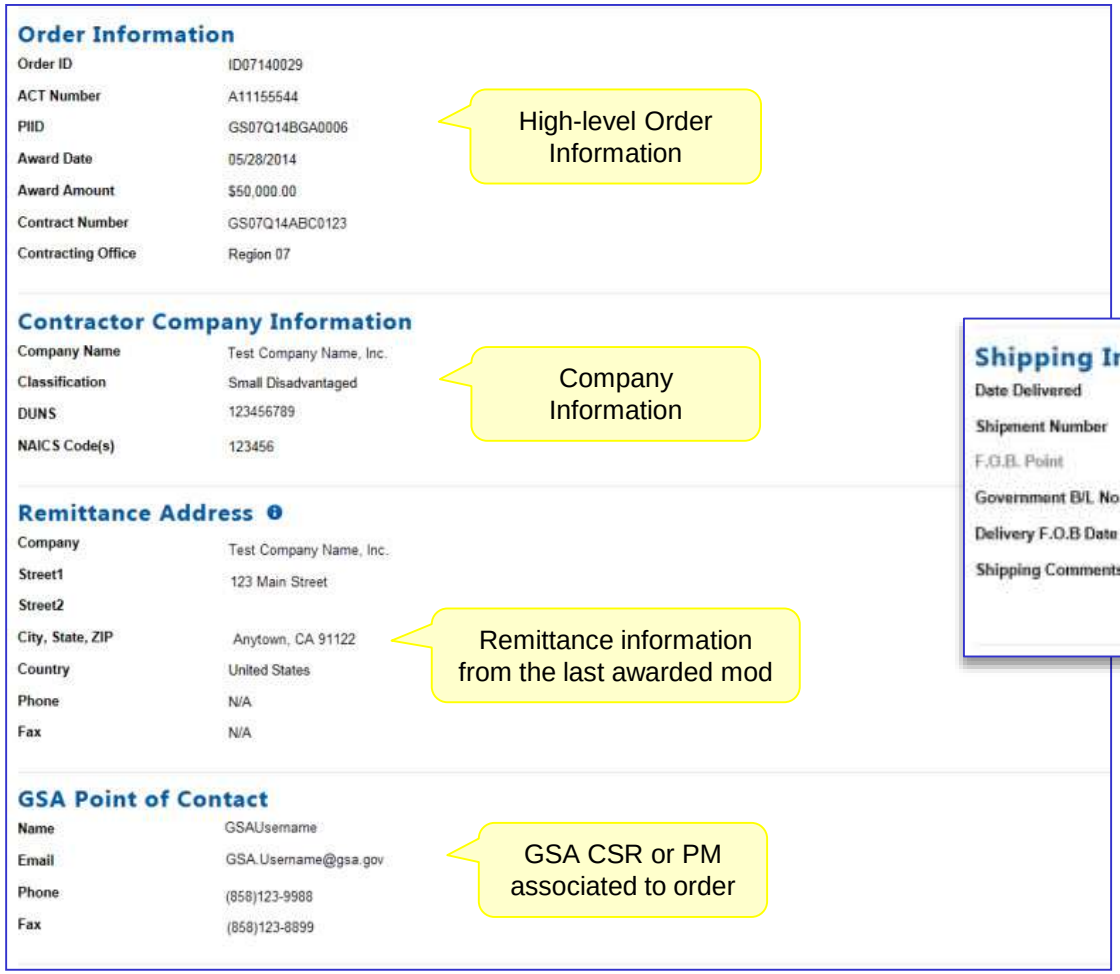
- Order information
- Remittance address
- Points of Contact
- Schedule of Supplies and Services

➢ An attached copy of the invoice and other supporting documents is mandatory

Invoice Form – New Form – Top of Form



Invoice Form – New Form – Middle of Form



Order Information

Order ID	ID07140029
ACT Number	A11155544
PIID	GS07Q14BGA0006
Award Date	05/28/2014
Award Amount	$50,000.00
Contract Number	GS07Q14ABC0123
Contracting Office	Region 07

High-level Order Information

Contractor Company Information

Company Name	Test Company Name, Inc.
Classification	Small Disadvantaged
DUNS	123456789
NAICS Code(s)	123456

Company Information

Remittance Address

Company	Test Company Name, Inc.
Street1	123 Main Street
Street2	
City, State, ZIP	Anytown, CA 91122
Country	United States
Phone	N/A
Fax	N/A

Remittance information from the last awarded mod

GSA Point of Contact

Name	GSAUsername
Email	GSA.Username@gsa.gov
Phone	(858)123-9988
Fax	(858)123-8899

GSA CSR or PM associated to order

Shipping Information

Date Delivered	MM/DD/YYYY
Shipment Number	
F.O.B. Point	Destination
Government B/L No.	
Delivery F.O.B Date	MM/DD/YYYY
Shipping Comments	

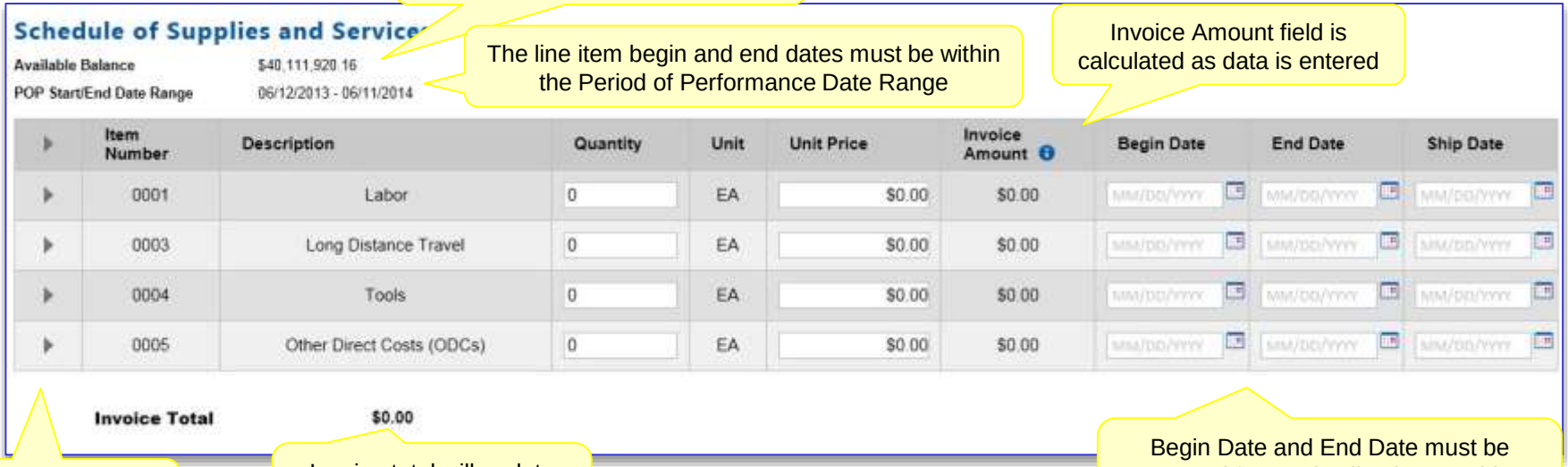
The Shipping Information section will appear for TOS orders

Invoice Form – New Form – NBA Schedule of Supplies and Services

The invoice total may not be greater than the available balance

The line item begin and end dates must be within the Period of Performance Date Range

Invoice Amount field is calculated as data is entered



Schedule of Supplies and Service

Available Balance $40,111,920.16

POP Start/End Date Range 06/12/2013 - 06/11/2014

Item Number	Description	Quantity	Unit	Unit Price	Invoice Amount	Begin Date	End Date	Ship Date
0001	Labor	0	EA	$0.00	$0.00	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
0003	Long Distance Travel	0	EA	$0.00	$0.00	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
0004	Tools	0	EA	$0.00	$0.00	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY
0005	Other Direct Costs (ODCs)	0	EA	$0.00	$0.00	MM/DD/YYYY	MM/DD/YYYY	MM/DD/YYYY

Invoice Total $0.00

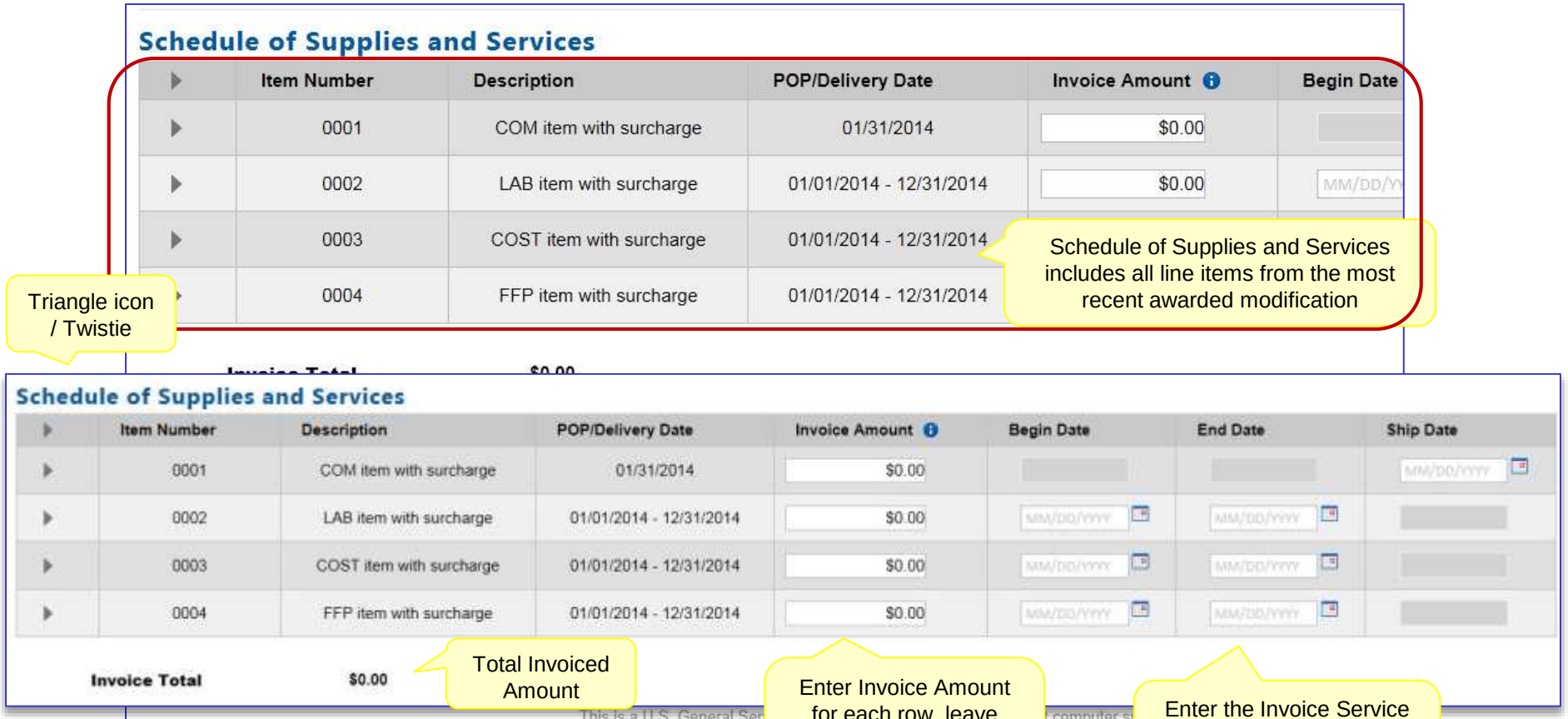
Triangle icon / twistie

Invoice total will update dynamically as data is entered for each line item

Begin Date and End Date must be entered for service line items; Ship Date for commodities and deliverables

Schedule of Supplies and Services includes all line items from the most recent awarded modification

Invoice Form – New Form – RBA Schedule of Supplies and Services



Invoice Form – New Form – RBA Breakout

- ITSS feature only: orders can be set to require the contractor to breakout line items into work categories on the invoice form
- Purpose is to enable GSA to itemize client bills into the following categories:
  - COM (Commodity), Labor, ODCs (Other Direct Costs), Travel, Deliverables

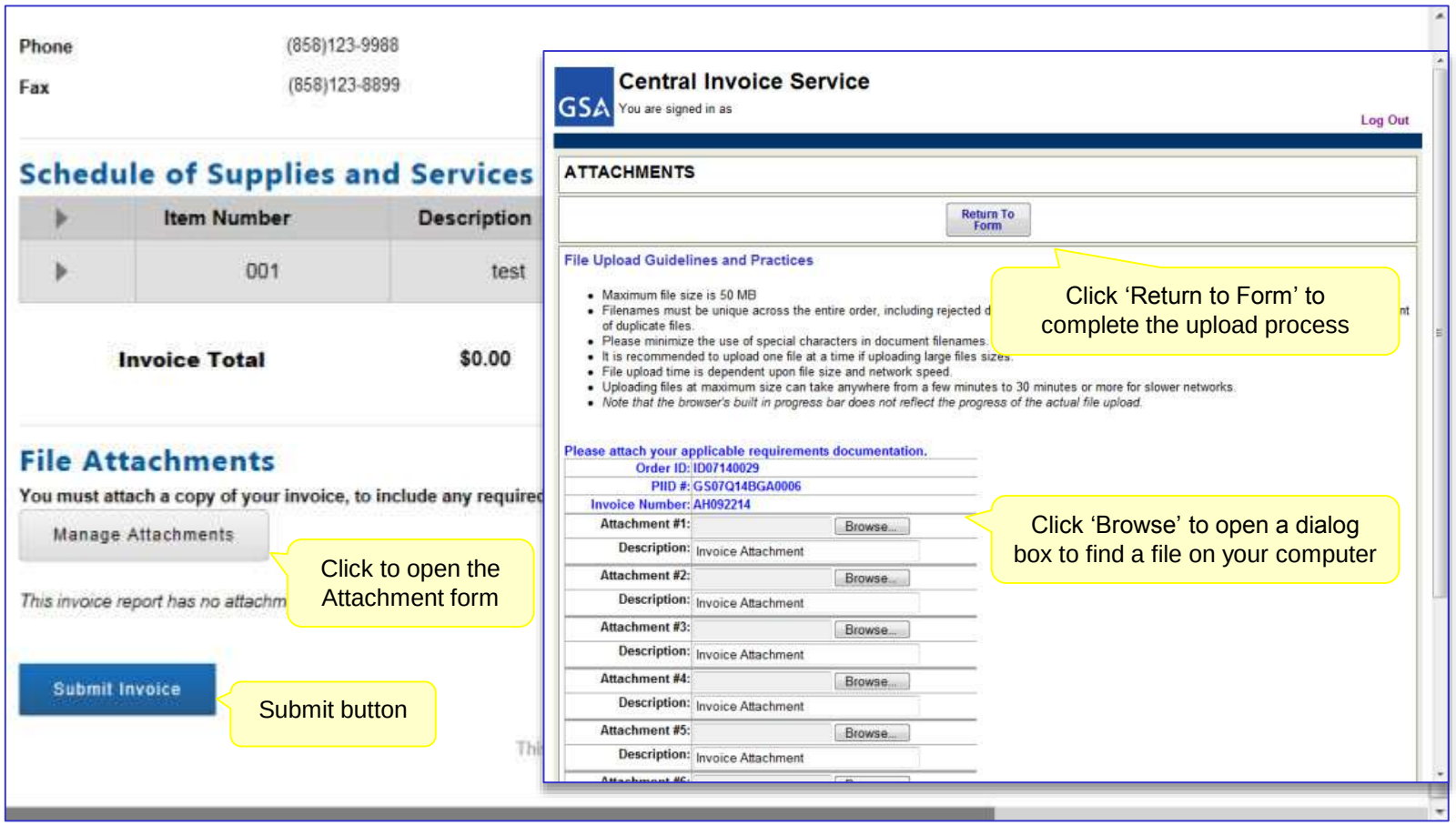
Breakout

Distribute the full Invoice amount to the appropriate Bill Types for each item listed below

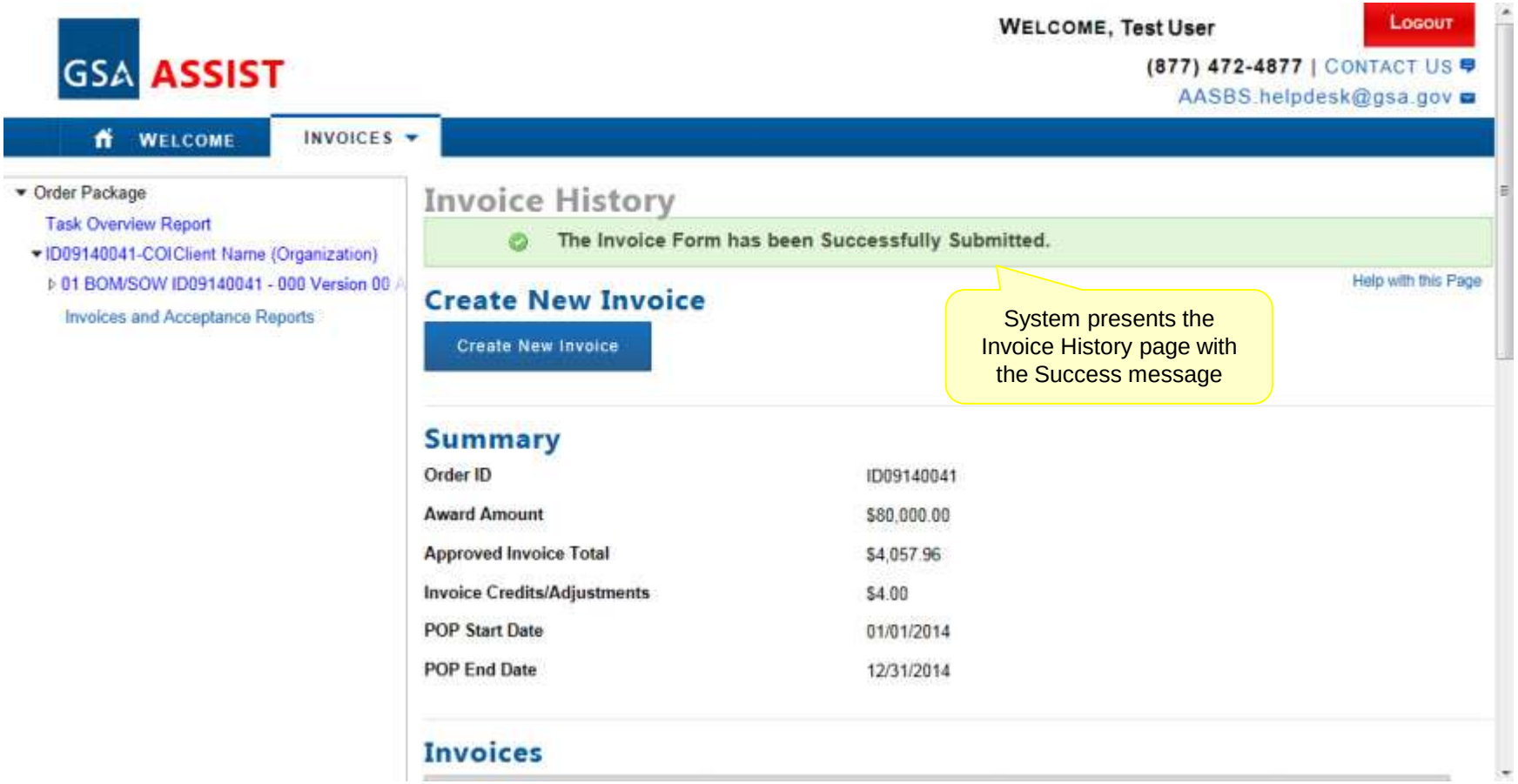
Item Number	Description	Invoice Amount	Amount Left to Distribute	COM	Labor	ODCs	Travel	Deliverables
1	LAB1	$900.00	$900.00		$0.00	$0.00	$0.00	
2	LAB2	$0.00	$0.00		$0.00	$0.00	$0.00	
3	COM	$150.00	$150.00	$0.00				
4	COST	$0.00	$0.00		$0.00	$0.00	$0.00	
5	FFP	$0.00	$0.0				$0.00	$0.00

Values must be distributed

Contractor View of New Invoice Form – Attachments

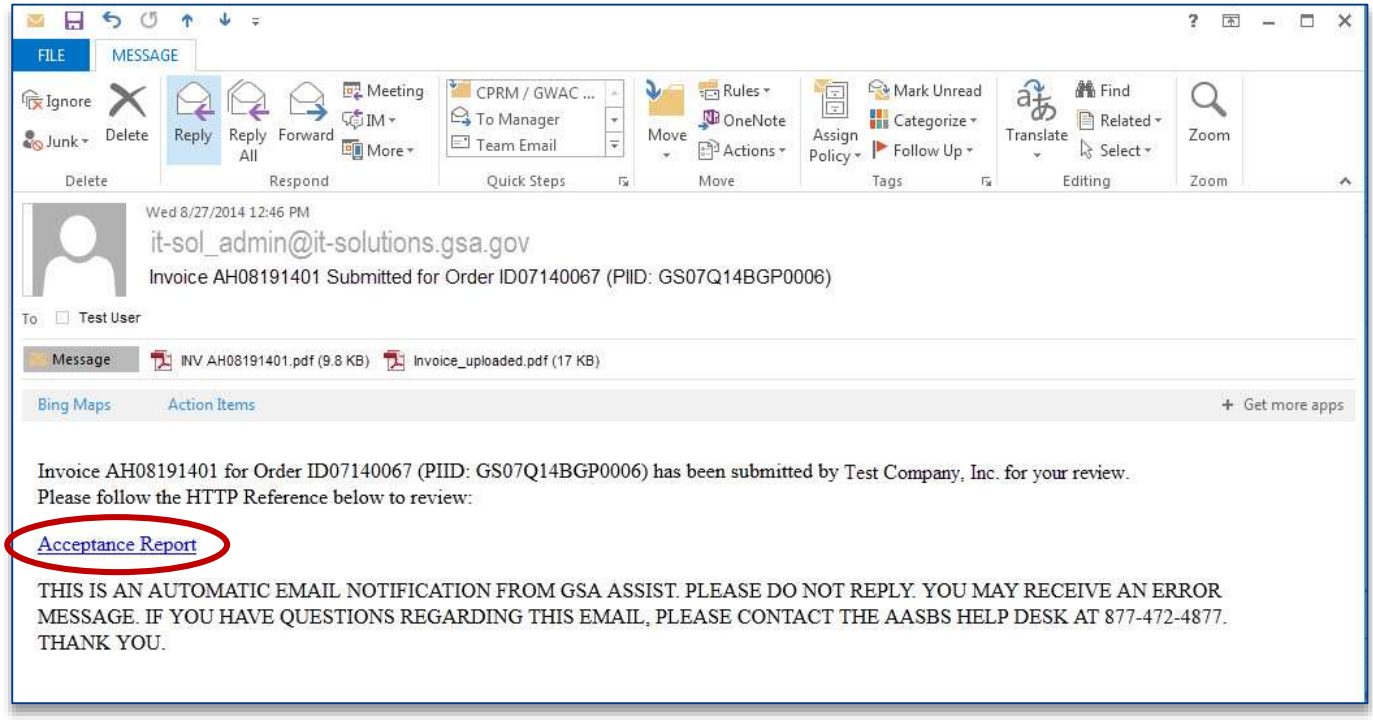


New Invoice Form Submitted



Client and GSA Receive Email Notification

- CIS will notify GSA users via system generated email when an invoice is awaiting acceptance

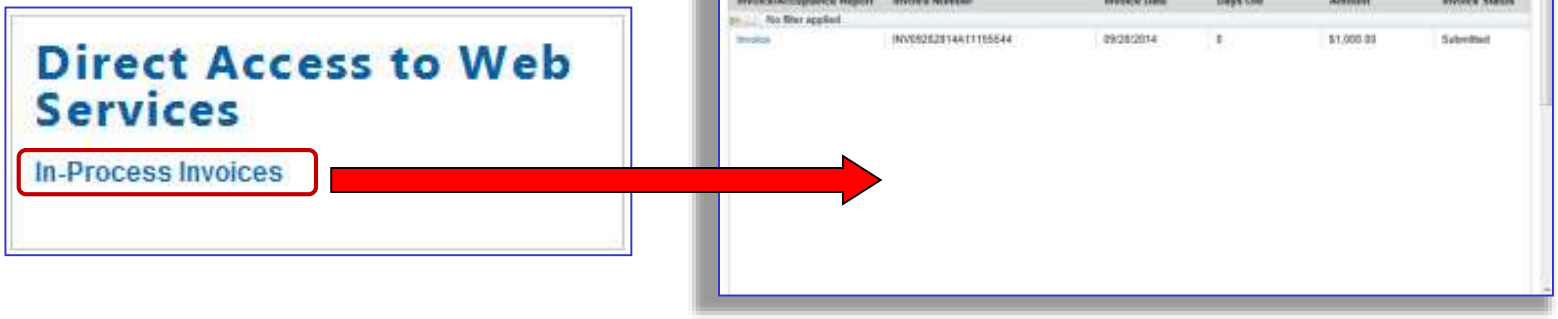


INVOICE SUBMISSION DEMO

IN-PROCESS INVOICE TRACKING

In-Process Invoice Tracking

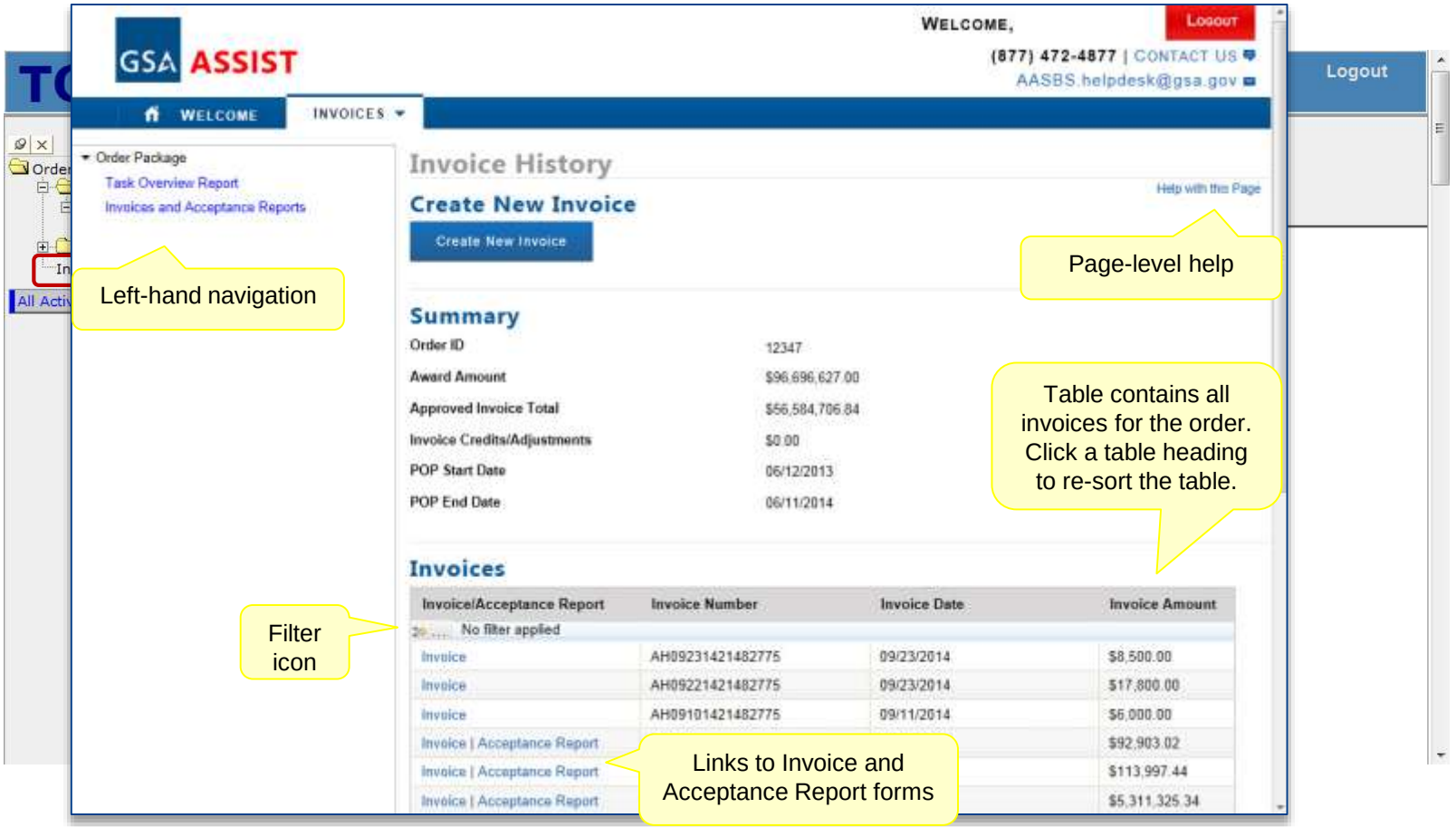
- CIS will notify GSA PM/CSR and your Client via system generated email when an invoice is awaiting acceptance (upon invoice submission)
- Contractor users are able to track invoices awaiting payment via the “In-Process Invoices” page accessible from the ASSIST Welcome page “Direct Access to Web Services” portlet



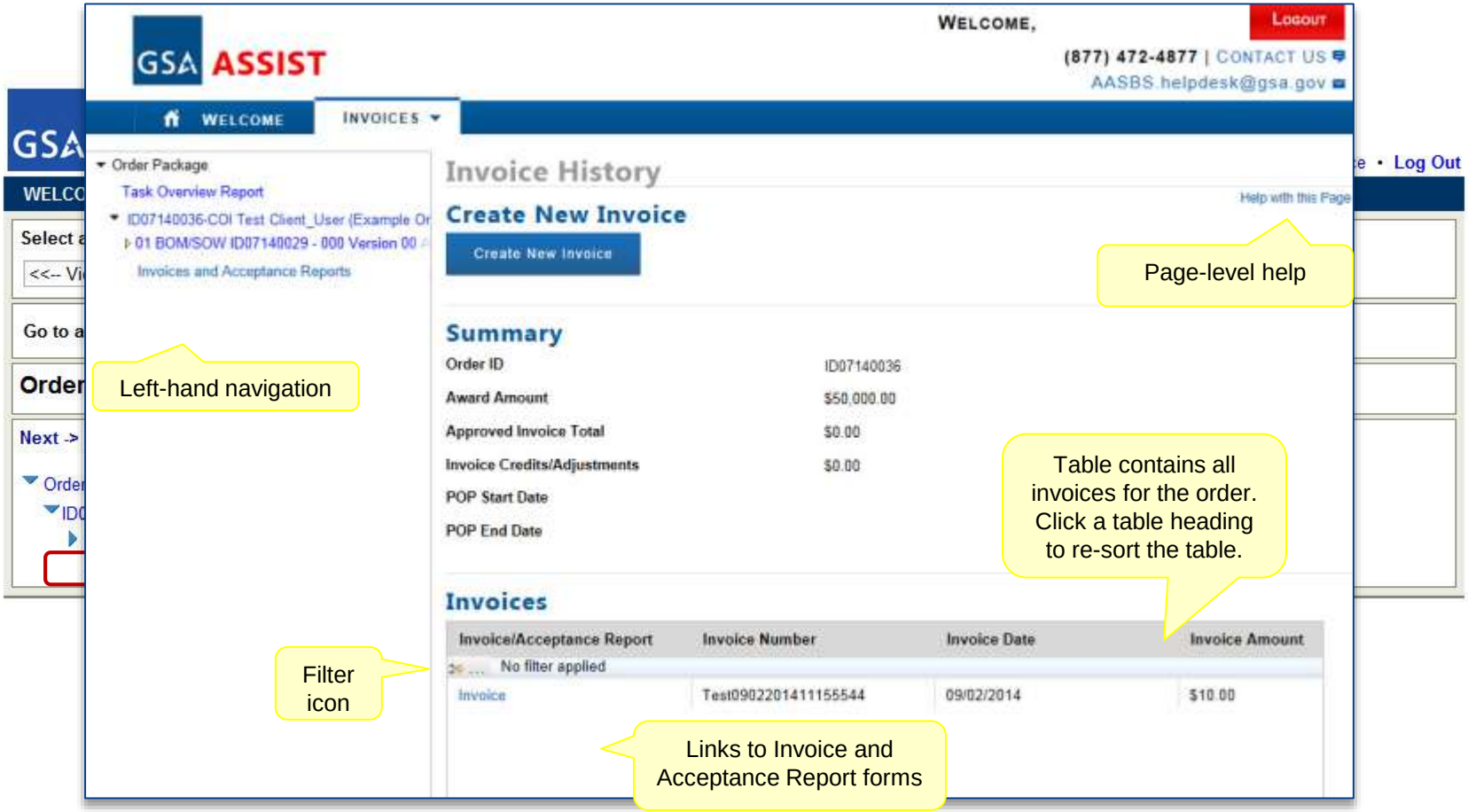
IN-PROCESS INVOICES DEMO

INVOICE HISTORY & ACCEPTANCE REPORT FORM

TOS & Invoice History



ITSS & Invoice History

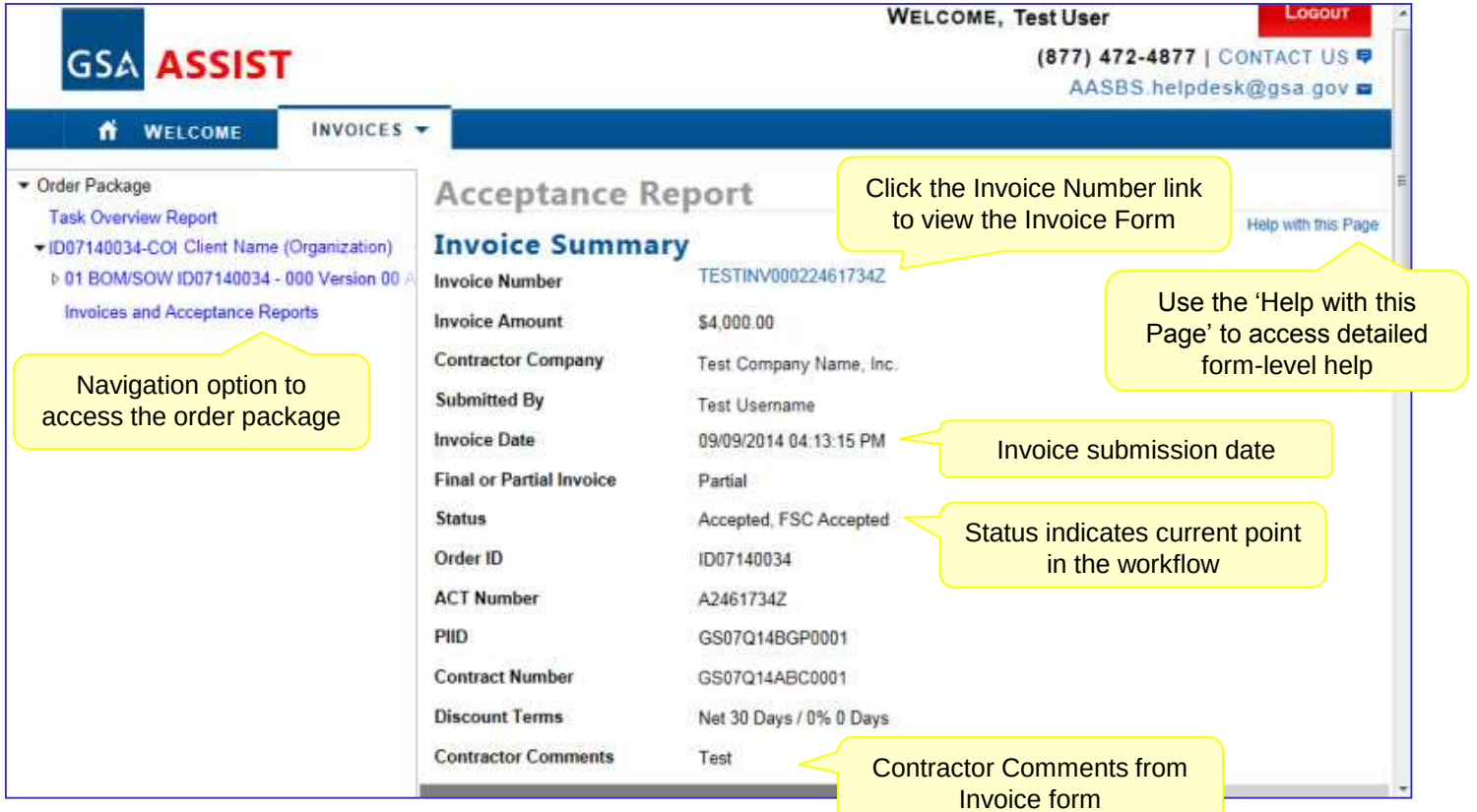


Acceptance Report Form

- The Acceptance Report form is the companion form to the Invoice form
  - Enables the client and GSA to perform their acceptance steps for the invoice
- Documents invoice acceptance – invoices may be:
  - Accepted → Payment of invoice approved in full
  - Partially Accepted → Partial payment of invoice
  - Rejected → Invoice rejected in full

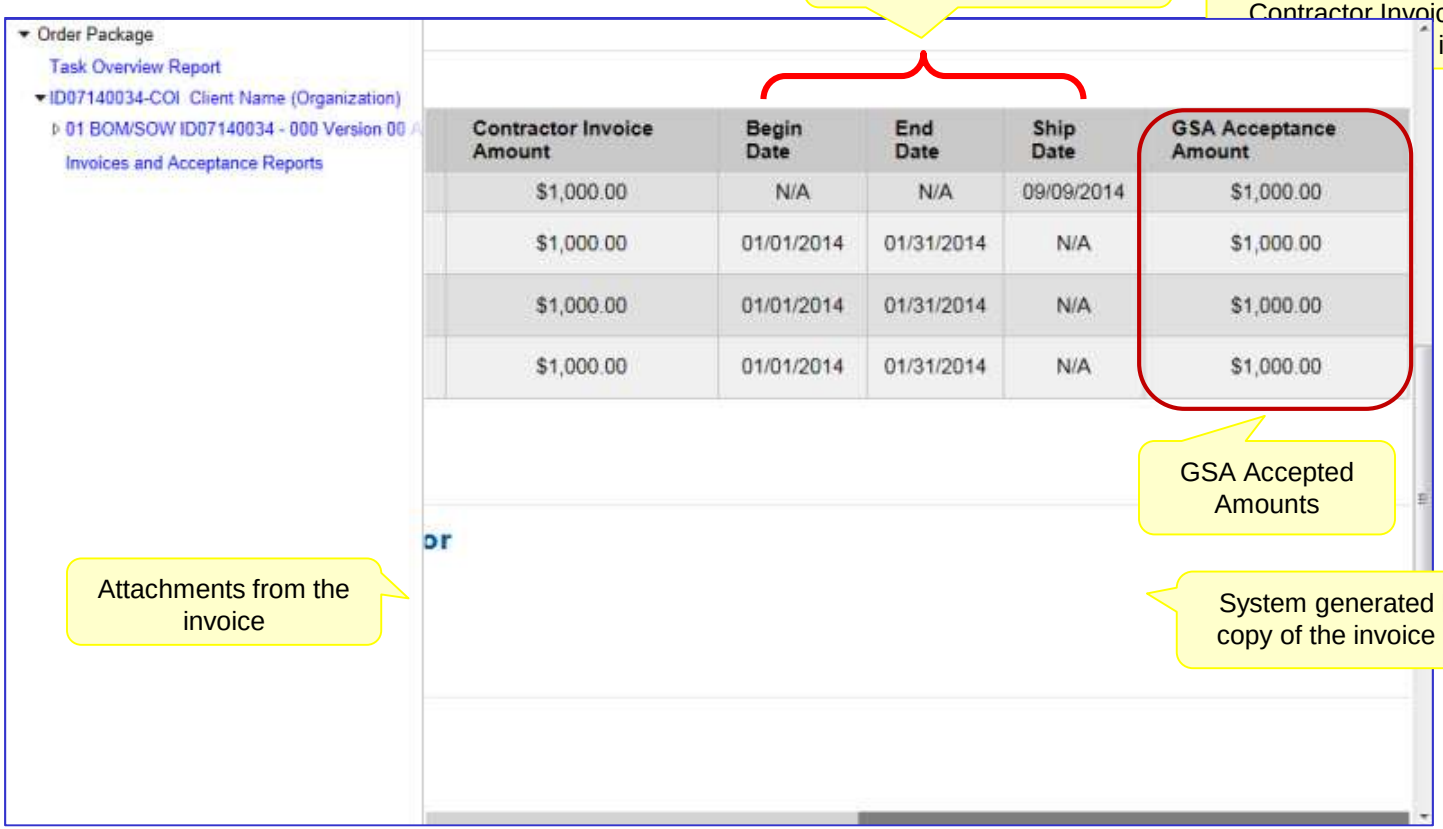
Acceptance Report Form – View Mode

Top Portion of Form



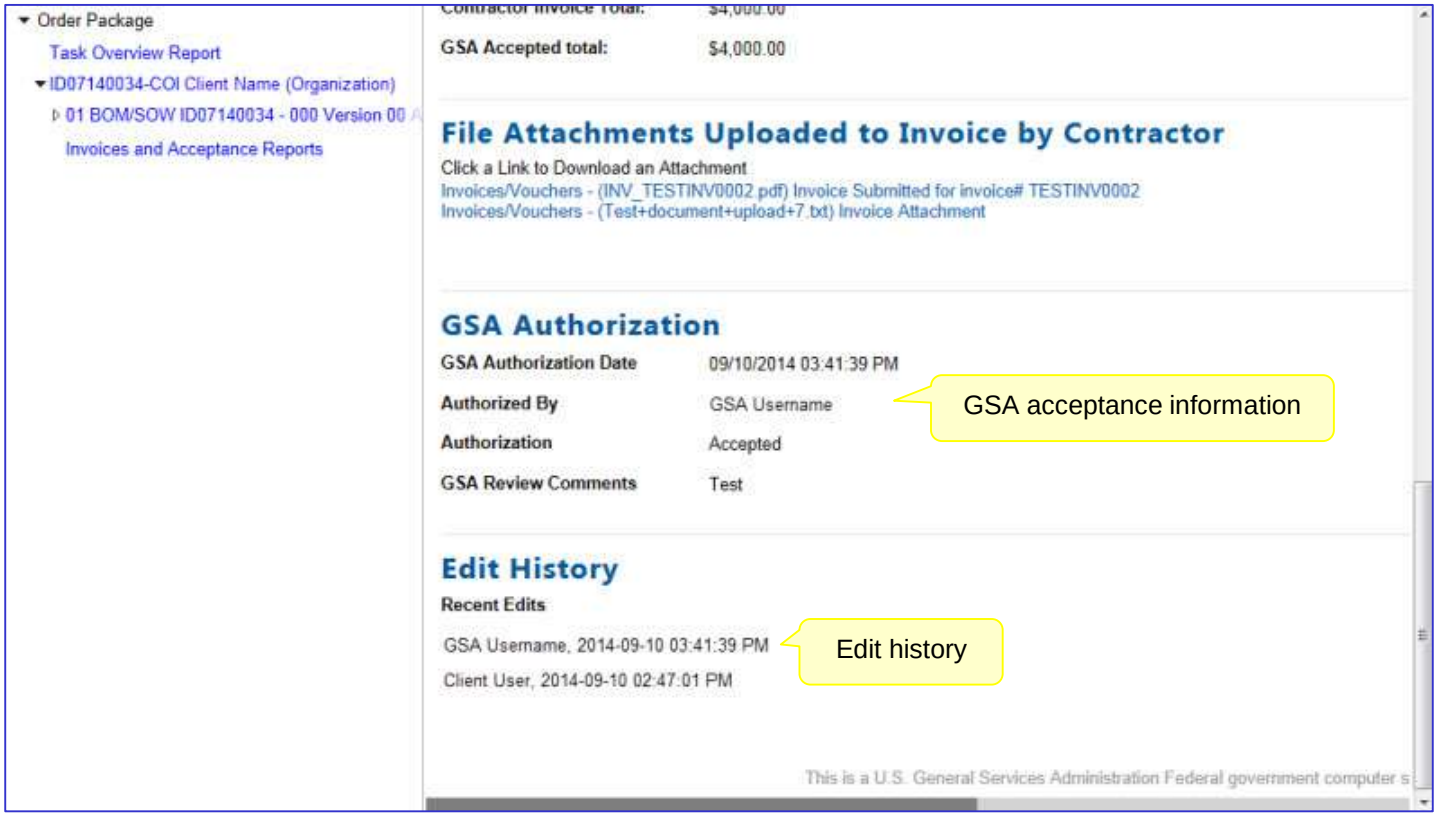
Acceptance Report Form – View Mode

Middle Portion of Form



Acceptance Report Form – View Mode

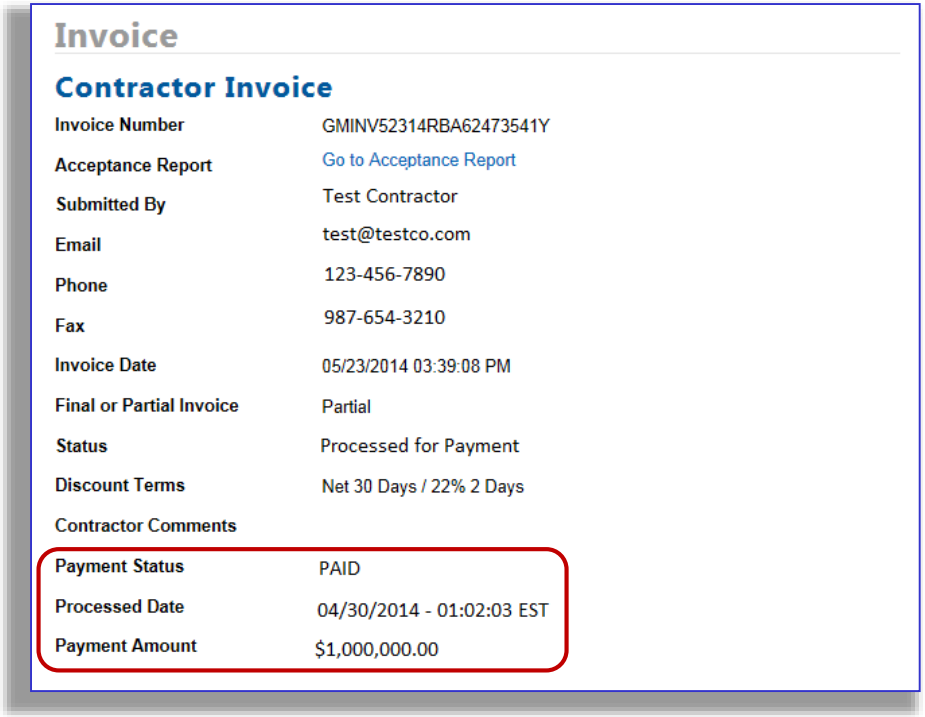
Lower Portion of Form



OTHER CONSIDERATIONS

Invoice Payment Information

- Payment made by GSA Finance indicated on the Invoice form
  - Payment Status
  - Processed Date
  - Payment Amount



Invoice

Contractor Invoice

Invoice Number	GMINV52314RBA62473541Y
Acceptance Report	Go to Acceptance Report
Submitted By	Test Contractor
Email	test@testco.com
Phone	123-456-7890
Fax	987-654-3210
Invoice Date	05/23/2014 03:39:08 PM
Final or Partial Invoice	Partial
Status	Processed for Payment
Discount Terms	Net 30 Days / 22% 2 Days
Contractor Comments	
Payment Status	PAID
Processed Date	04/30/2014 - 01:02:03 EST
Payment Amount	$1,000,000.00

ITSS Breakout

Contractor Invoice Breakout

Breakout

Distribute the full Invoice amount to the appropriate Bill Types for each Item listed below

Item Number	Description	Invoice Amount	Amount Left to Distribute	COM	Labor	ODCs	Travel	Deliverables
1	LAB1	$900.00	$900.00		$0.00	$0.00	$0.00	
2	LAB2	$0.00	$0.00		$0.00	$0.00	$0.00	
3	COM	$150.00	$150.00	$0.00				
4	COST	$0.00	$0.00		$0.00	$0.00	$0.00	
5	FFP	$0.00	$0.00				$0.00	$0.00

COI form

GSA Order Specifics

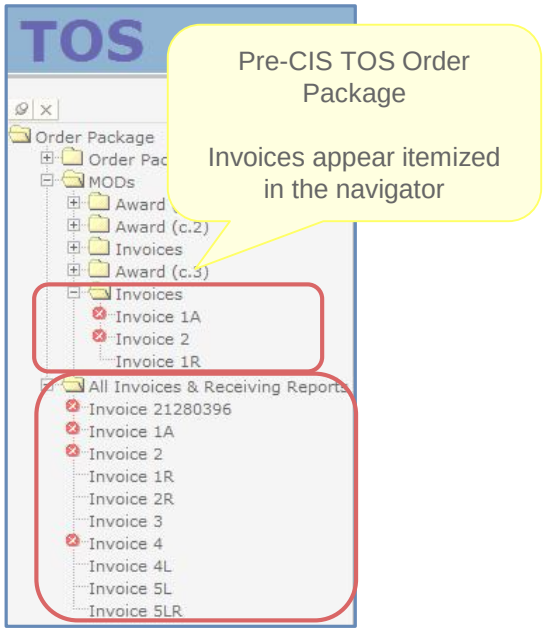
Region:	07. Greater Southwest Region
Program:	FISSP
Bill Type Breakout Required:	Yes
Preparing Contracting Office Code:	BG000 GSA/FAS Assisted and Expanded Acquisition (R07)
Territory:	San Antonio-TX
IA Number(s):	
IA Attachment(s):	File Attachments:

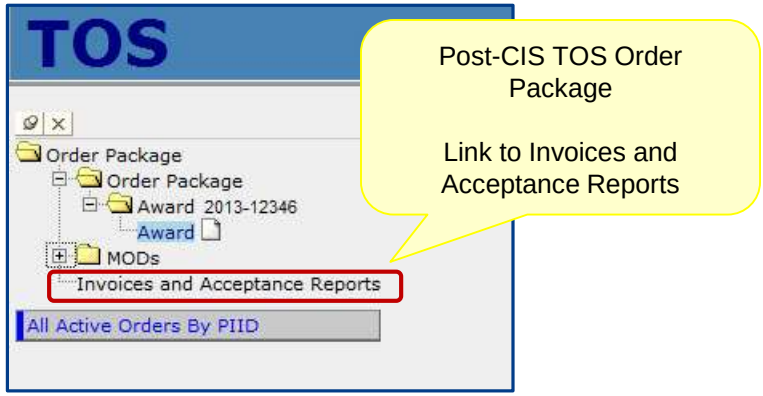
Invoice Auto Rejection

- Effective upon CIS deployment, contractors must submit invoices using the new CIS process
- Direct submissions to GSA Finance will no longer be accepted*
  - Exception: Invoices for FAS OCIO orders are submitted to GSA Finance
- ITSS or TOS invoices (other than FAS OCIO invoices) submitted directly to GSA Finance following CIS deployment will be identified, imported to CIS and automatically rejected

Data Migration - TOS

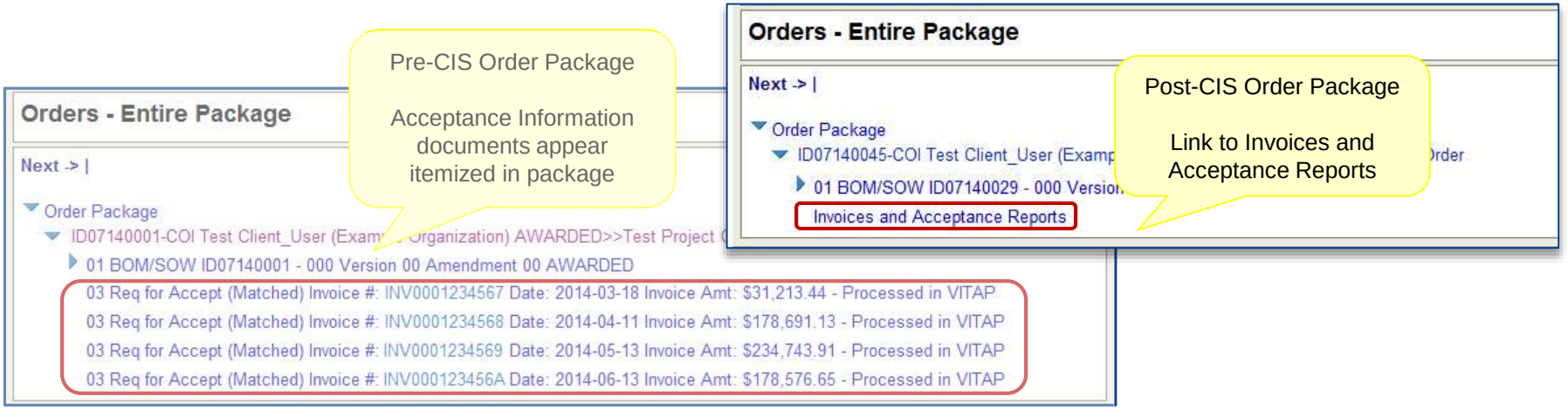
- NBA Invoices are migrated to CIS as Invoice and Acceptance Report documents





Data Migration – ITSS

- RBA Acceptance Information documents (matched) are migrated to CIS as Invoice and Acceptance Report documents



Conclusion

Tip: Help is available on each page in the system.

AASBS Helpdesk contact info:

aasbs.helpdesk@gsa.gov

877-472-4877

Invoice Status Definitions

Acceptance Report Status Definitions

Glossary

RESOURCES

Invoice Status Definitions

Invoice Status	Definition
Submitted	New invoice, pending acceptance activity
Under Review	Acceptance in-progress, not yet finalized
Accepted	GSA Accepted full invoice amount
Accepted – Partial Payment	GSA Accepted portion of the invoice amount
Rejected	GSA Rejected the invoice
Processed for Payment	Invoice has been processed for full payment
Processed for Partial Payment	Invoice has been processed for partial payment
Rejected VITAP Import	Invoice submitted directly to VITAP – imported to CIS and automatically rejected

Acceptance Report Status Definitions

Acceptance Report Status	Definition
Awaiting Review	New invoice submission
Client Reviewing	Client Saved as Draft
Client Reviewed – Accepted	Client submitted “Accepted” Acceptance Report, pending GSA action
Client Reviewed – Partial Payment	Client submitted “Partial” Acceptance Report, pending GSA action
Client Reviewed – Rejected	Client submitted “Rejected” Acceptance Report, pending GSA action
GSA Reviewing	GSA Saved as Draft
Accepted	GSA submitted “Accepted” Acceptance Report
Accepted – Partial Payment	GSA submitted “Partial” Acceptance Report
Rejected	GSA submitted “Rejected” Acceptance Report
FSC Reviewing	FSC Saved as Pending
Accepted, FSC Accepted	GSA Accepted, FSC processed
Accepted, FSC Partial Payment	GSA Accepted, FSC processed as shortpay
Accepted, FSC Rejected	GSA Accepted, FSC Rejected
Accepted – Partial Payment, FSC Accepted	GSA Partially Accepted, FSC processed
Accepted – Partial Payment, FSC Partial Payment	GSA Partially Accepted, FSC processed as shortpay
Accepted – Partial Payment, FSC Rejected	GSA Partially Accepted, FSC Rejected
Rejected VITAP Import	Invoice submitted directly to VITAP – imported to CIS and automatically rejected

Glossary

Term	Definition
AASBS	Assisted Acquisition Services Business Systems
ASSIST	Assisted Services Shared Information SysTem
CIS	Central Invoice Service
COM	Short for 'Commodity', a type of task item in ITSS
CPRM	Contract Payment Reporting Module
FAR	Federal Acquisition Regulation
FAS	Federal Acquisition Service
FFP	Firm Fixed Price, a type of task item in ITSS
FSC	Financial Service Center
GSA	General Services Administration
IPAC	Inter-governmental Payment and Collections
ITSS	IT Solutions Shop
NBA	National Business Applications
OCIO	Office of the Chief Information Officer
ODC	Other Direct Costs
POC	Point of Contact
RBA	Regional Business Applications
TOS	Tracking and Ordering System